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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed
as a separate compilation

MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi, the 11th July 1972

G.S.R. 337(E).—In pursuance of rule 32, read with rule 22, of the Delhi and Andaman and Nicobar Islands Civil Service Rules, 1971, the Central Government hereby makes the following regulations, namely:—

1. Short title and commencement.—(1) These regulations may be called the Delhi and Andaman and Nicobar Islands Civil Service (Probation, Training and Departmental Examination) Regulations, 1972.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.—In these regulations, unless the context otherwise requires:—

- (a) "Board" means the Departmental Examination Board;
- (b) "Cadre Post" means any post specified in Schedule I to the Rules and any other post declared to be a duty post of the Service under clause (c) of rule 2 of the Rules;
- (c) "Director of Training" means the officer appointed by the Central Government to be in charge of the training of probationers;
- (d) "Probationer" means a person appointed to the Service on probation.

- (e) "Schedule" means the Schedule appended to these regulations;
- (f) "Service" means the Delhi and Andaman and Nicobar Islands Civil Service;
- (g) "the Rules" means the Delhi and Andaman and Nicobar Islands Civil Service Rules, 1971.

3. **Training of probationers.**—Every probationer shall, on appointment to the Service, undergo training for such period as the Central Government may specify.

4. **Departmental Examination.**—(1) Every probationer shall be required to pass a departmental examination by the higher standard during the period of probation.

(2) The departmental examination shall be held, twice a year and the dates, time-table and place of the examination shall be intimated by the Director of Training to the probationers who have to take the examination.

(3) The departmental examination shall be in two parts, namely:—

(a) *Part I—Written Examination.*—The subjects of the written examination shall be as follows, namely:—

- (1) Basic Political Concepts and the Constitution of India.
- (2) Basic Economic Principles and Five Year Plans.
- (3) Public Administration.
- (4) Criminal Law.
- (5) Revenue Law and Procedure.
- (6) Civil Law and Procedure.
- (7) Treasury Rules and Financial Rules.
- (8) Languages (Hindi and Urdu) (including oral).

(b) The syllabus for the examination and the maximum marks allotted to each paper shall be as specified in the Schedule.

(c) Every probationer shall be required to obtain a minimum of 60 per cent. marks in each subject to pass therein by the higher standard. A probationer shall be deemed to have passed the examination by the lower standard if he obtains less than 60 per cent. but not less than 50 per cent. marks in each subject.

(d) The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Central Government from time to time.

(e) *Part II—Qualifying Tests.*—Qualifying tests shall be held in the following subject, namely:—

(i) **Horse Riding**—Saddling and bridling, mounting and dismounting, trotting, cantering, trotting with reins relaxed, trotting without stirrups, cantering without stirrups, jumping hurdles.

(ii) **Motor Driving and Mechanism**—Motor driving, including maintenance of motor vehicles and an elementary knowledge of their working.

(iii) **Swimming**—

(iv) **Musketry and Target Shooting**—Handling and firing of the rifle and the revolver.

(f) Every probationer shall be required to obtain a minimum of 50 per cent marks in the tests specified in clause (e) of sub-regulation (3) to qualify therein.

(4) There shall be a Board consisting of—

(i) The Joint Secretary (Union Territories) Government of India, Ministry of Home Affairs;

(ii) The Chief Secretary, Delhi Administration; and

(iii) The Director of Training.

The Board shall be in overall charge of the departmental examination.

The Joint Secretary (Union Territories), Government of India, Ministry of Home Affairs, shall be the Chairman of the Board. The Director of Training shall be the Secretary, ex-officio, of the Board.

(5) The Director of Training shall—

- (i) receive question papers from the examiners and cause them to be printed or cyclostyled;
- (ii) frame detailed "Instructions of Candidates" and superintend the written examination;
- (iii) transmit the answer books to the examiners;
- (iv) receive the answer books from the examiners; after marks have been awarded;
- (v) consider and submit to the Board the results of the departmental examinations with his recommendations; and
- (vi) generally conduct the entire correspondence and attend to such other matters relating to the departmental examination as have not been expressly allotted to any other authority.

(6) (i) The examiners shall send their awards of marks to the Director of Training who shall submit his report on the examination together with—

- (a) a statement of the marks awarded to each probationer in the oral test; and
- (b) a report on any matter, arising from the conduct of the examination, which he may consider necessary to be brought to the notice of the Board.

to the Board.

(ii) The Board shall thereupon consider the report and make recommendations as to which of the probationers may be declared to have passed the examination.

(7) As soon as possible after the meeting of the Board, the Director of Training shall submit a copy of the proceedings of the meeting, duly authenticated by the Chairman of the Board, together with copies of all the relevant documents and a statement of the results of the examination as recommended by the Board, to the Central Government.

(8) The Central Government, after the receipt of the communication referred to in sub-regulation (7), shall approve the result of the examination and communicate the same to the probationers concerned.

5. Failure to pass the departmental examination.—Where a probationer fails to pass the departmental examination by the higher standard, during the period of probation, the Central Government may permit him to sit for re-examination in the subject or subjects in which he so failed, or exempt him from appearing in such subject or subjects or discharge him from service, or pass such other orders as it may think fit.

6. Discharge of a probationer.—A probationer shall be liable to be discharged from the service, or, as the case may be, reverted to the post on which he holds a lien,

- (a) if he fails to pass the examination in any subject mentioned in clause (a) and (c) of sub-regulation (3) of regulation 4 in the circumstances mentioned in regulation 5;
- (b) if the Central Government is satisfied that the probationer was ineligible or is considered unsuitable for being a member of the Service; or
- (c) if he is found lacking in qualities of mind and character needed for the Service or in the constructive outlook and human sympathy needed in the public service generally.

7. Travelling Allowance.—A probationer shall, in respect of a journey which he may be required to perform, be entitled to such travelling allowance as may be admissible to a member of the Service—

(i) on tour, if the Journey is—

- (a) in connection with his training; or
- (b) for attendance at any examination during the period of probation; and

(ii) on transfer, if the journey is for proceeding to the station to which he is posted against cadre post after the departmental examination.

8. **Repeal and saving.**—(1) The Delhi and Himachal Pradesh Civil Service (Probation Training and Departmental Examination) Regulation, 1964, are hereby repealed.

(2) Notwithstanding such repeal, any probationer who has failed to pass a departmental examination as required by sub-regulation (1) of regulation 4 of the Delhi and Himachal Pradesh Civil Service (Probation, Training and Departmental Examination) Regulation, 1964, shall be entitled to appear at the examination to be held immediately after the commencement of these regulations, in accordance with the first mentioned regulations, in all or any of the subjects, in which he has failed to pass.

9. **Interpretation.**—If any question arises as to the interpretation of these regulations, the same shall be decided by the Central Government.

THE SCHEDULE

[See regulations 2 (c) and 4 (3) (b)]

Syllabus for Departmental Examination of the Delhi and Andaman and Nicobar Islands Civil Service Probationers.

(NOTE:—In this Schedule, reference to any publication shall be construed as a reference to the latest edition of such publication. Where any rules or enactment mentioned in the Schedule are repealed and replaced by another set of rules or enactment the reference to the repealed rules or enactment shall be construed as a reference to the set of rules or enactment by which they are repealed).

Basic Political Concepts and the Constitution of India.

Maximum Marks 100

A. *Basic Political Concepts.*—The State—Sovereignty—Law—Liberty—Rights and Duties of Citizen—Equality—The State and the individual—Separation of Powers Socialism and Communism, Democracy, Republic—Federal and Unitary States—Parliamentary and presidential forms of Government.

B. *Constitution of India.*—Evolution of Constitution—The Preamble and Basic Principles—Fundamental Rights and Directive Principles of State Policy—The Division of Powers—The Executive, Legislative, Judiciary—Relations between Union and States—The Services under the Union and the States—Elections—Parliamentary Procedure.

A Copy of the Constitution of India will be provided at the written examination.

II. Basic Economic Principles and Five Year Plans

Maximum Marks 100

Probationers are expected to have a broad understanding of the basic principles of economics, their application to Indian conditions, main provisions of the Five Year Plans and the general progress.

(a) *Basic Economic Principles.*—1. National Income—Concept and method of calculation.

2. Production: laws of returns—consumption; laws of diminishing utility and elasticity of demand—distribution; marginal productivity theory.

3. Determination of price—perfect, imperfect and monopolistic competition.

4. Free enterprise economy—implications of price mechanism—factor allocation and optimum production—defects of free enterprise economy and need for state intervention and control.

5. Basic principles of Socialism—Some problems of socialism—mixed economy.

6. Capital formation—role of savings and investment.

7. Meaning and measurement of under-development—problems of under developed economy—planning for development—implication.

8. Money and its functions—quantity theory of money—changes in the value of money—control of inflation.

9. Banking functions—Creation of Credit—central bank and credit control—monetary policy in an under-developed economy.

10. International trade—comparative cost and factor—proportion problem of trade—balance of payment—foreign exchange—correction of disequilibrium in balance of payments.

11. Role of Public finance—incidents of taxation—effect of taxes, public expenditure and borrowing—deficit financing—budget as an instrument of economic policy.

(b) *Five Year Plans*

(c) *Structure of the Indian Economy*.—1. Comparative study of Indian Plans—objectives—priorities—shortfalls and achievements.

2. Financial resources—taxation—role of public and Private Sector—deficit financing—borrowing external resources.

3. Agriculture under the Plans—resources, targets and performance.

4. **Industrial policy**—role of public and private sectors—resources, targets and performance.

5. Prices, Wages and the Employment Problem.

A copy each of the Plans shall be provided at the written examination.

III. *Public Administration*

Maximum Marks 100

There shall be one paper of three hours' duration, covering General Administration and District Administration. The probationers are expected to acquire the necessary basic knowledge of the structure and working of Government institutions an understanding of the general principles of administration and of the role of civil servants in administration, and an appreciation of the salient features of Indian History with reference to the evolution and growth of government Institutions and administrative practices. In judging the answers, no additional credit will be given for detailed or expert knowledge of any of these subjects; and the candidates will be expected to examine the main issues from all relevant angles.

A. *General Administration*.—1. Essentials of Administration: Planning, implementation and evaluation.

2. Organisational structure of Government: Main units of governments—forms of organisation relationship between policy making and executive agencies.

3. The role of civil servants in a democracy: Political neutrality of the civil service—the civil servants and the minister—the role of the civil servant in formation of policy.

4. Bureaucracy: Essential characteristics of bureaucratic Organisation—its strength and weaknesses—the civil servant as a member of bureaucracy.

5 The role of the generalist and the specialist in administration

6. Delegation and Decentralisation: The value of delegation—factors that influence the extent of delegation.

7. Office Management: Causes of delays—objectives of a procedure—movement of paper—noting and drafting—checks on delays and control over work

8. Budget: Preparation of the budget and passing of the budget by Parliament—the budget as an instrument of planning—administrative aspect in framing the budget.

9. The role of audit in administration: Organisation of the Indian Audit Department—Audit as an aid to administration and as critic of administration—audit reports and Public Accounts Committee.

10. Recruitment and Training: Various methods of recruitment—institutional training and training on the job.

11. Merit and Seniority: Their role in promotion—performance evaluation.

12. The Civil Servants' Code of Conduct: Restrictions on the Liberties of civil servants and their justification—provisions of the Conduct Rules.

13. Integrity in public services: Standard of integrity in the public services—causes of corruption and measures for its eradication.

14. Grievance procedures: Staff Councils—Whitley Councils.

15. Disciplinary procedures in Government: Disciplinary procedure under the Central Civil Services Classification, Control and Appeal Rules.

16. Social Welfare Services: Welfare programmes—handicapped groups—scheduled castes and scheduled tribes.

17. Industrial Relations: Trade Unionism—industrial relations—industrial welfare.

18. Social Security: Employees' State Insurance—social assistance programmes including old age pensions—problems and prospects of social security in India.

19. Administrative History of India.

(B) *District Administration*.—1. Settlement Operations: Land Survey and fixation of boundaries—Classification of land.

2. Land Revenue: Principles of land revenue in Ryatwari system of assessment and collection of land revenue—revenue hierarchy with particular reference to functions of sub-divisional Officers and village officers.

3. Land Reforms: Zamindari abolition—tenancy reforms—ceilings—prevention of fragmentation and consolidation of holdings—disposal of the surplus land.

4. Rural Credit: Need for rural credit—kinds and sources of credit and their performance—socio-economic background—elements of good and benevolent credit.

5. Agricultural Production: Causes of low yields—steps to maximise production.

6. Co-operatives: Principles of cooperation—types of co-operatives appraisal of performance.

7. Community Development: The concept of Community Development—the content, organisational pattern and implementation of the programme—performance.

8. Rural Planning: Techniques under the plans—A Block survey—approach to planning at block level.

9. Panchayati Raj Institutions: Panchayati Raj bodies at the Village, block and district levels—resources and functions assigned—problems in implementation—role of the collector.

10. Zila Parishads: Their functions and resources—role of the Collector.

11. Municipal Administration: Constitution—the executive—function:—sources of revenue—control and supervision—general administration—relationship between deliberative and executive wings.

12. Food: Procurement and Distribution.

13. Maintenance of Law and Order: The responsibilities of the magistracy and the Police—the causes of breaches of the peace—legal provisions for dealing with disturbances—the use of force—the Army as an aid to civil power.

14. Land acquisition: Procedure—determination of compensation.

15. Elections: Election machinery—preparation of electoral rolls for Assembly Constituencies—Procedure in elections in Parliament and State Legislatures—role of the Collector.

16. Natural calamities: Relief in scarcity and floods—role of District authorities.

17. The District Officer as a co-ordinator: Relationship with other departmental Officers in the district.

18. Inspections: Need for inspections—objectives of review—report its inspections by personal visits—procedure for inspections and compliance—field inspections surprise inspections.

IV *Criminal Laws*

Paper I (without books)

100 Marks.

1. The Indian Penal Code, 1860.
2. The Indian Evidence Act 1872.
3. The Code of Criminal Procedure, 1898.
4. The Punjab High Court Rules and Orders.

Paper II (with books)

100 Marks.

1. The Indian Penal Code, 1860.
2. The Indian Evidence Act, 1872.
3. The Arms Act, 1959, and the Rules framed thereunder.
4. The Motor Vehicles Act, 1939.
5. The Public Gambling Act, 1867.
6. The Police Act, 1861.
7. The Prevention of Corruption Act, 1947.
8. The Prevention of Food Adulteration Act, 1954.
9. The Factories Act, 1948.
10. The Punjab Excise Act, 1914.
11. The Extradition Act, 1962.
12. The Suppression of Immoral Traffic in Women and Girls Act, 1956.
13. Punjab Jail Manual.

Paper III. Criminal Case.

100 Marks.

The record of a contested case pertaining to an offence under the Indian Penal Code, 1860, or one of the Special Acts like the Arms Act, 1959, etc., triable ordinarily by a Magistrate of the 1st Class, will be supplied to the officer who will be required to frame charge/charges and write the judgment.

The record of any contested preventive proceedings under the Code of Criminal Procedure, 1898, may also be given and the officer required to frame a Notice and write the preliminary order/conditional order and the final order.

V. *Revenue Law and Procedure*

Paper I (with books)

100 Marks

1. The Delhi Land Revenue Act, 1954, and the Rules framed thereunder.
2. The Delhi Land Reforms Act, 1954, and the Rules framed thereunder.
3. The Land Acquisition Act, 1894.
4. The Delhi Land Holdings (Ceiling) Act 1960, and the Rules framed thereunder.
5. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 (as applicable to the Union Territory of Delhi).
6. The Delhi Holdings (Consolidation and Prevention of Fragmentation) Rules 1959.
7. The Delhi (Urban Areas) Tenants' Relief Act, 1961.
8. The Punjab Security of Land Tenures Act, 1958.
9. The Punjab Land Revenue Act, 1887.
10. The Bengal Finance (Sales Tax) Act, 1941, as extended to the Union territory of Delhi, and the rules framed thereunder.

11. The U. P. Entertainment and Betting Tax Act, 1937, as extended to the Union Territory of Delhi.

12. Punjab Land Records Manual.

13. Punjab Excise Manual.

Paper II—Revenue Case.

— 100 Marks.

The record of a contested suit/proceedings under the Delhi Land Reforms Act, 1954, triable ordinarily by an Assistant Collector, 1st Grade, will be supplied to officers who will be required to frame issues requiring determination in the case and record their findings thereon and write the final order.

VI. *Civil Law and Procedure*: (with books).

— 100 Marks.

1. The Code of Civil Procedure, 1908.

2. The General Clauses Act 1897.

3. Personal Law—(a) Hindu Law (b) Muslim Law.

4. The Limitation Act, 1963.

5. The Transfer of Property Act, 1882.

6. The Specific Relief Act, 1963.

7. The Societies Registration Act, 1860.

8. The Indian Contract Act, 1872.

9. The Indian Stamp Act, 1899.

10. The Court Fees' Act, 1870.

11. The Registration Act, 1908.

12. Punjab Stamp Manual.

VII. *Treasury Rules and Financial Rules*: (with books except serial No. 9) — 100 Marks.

1. Compilation of General Financial Rules, 1963.

2. Central Government Treasury Rules, Vols. I & II.

3. Civil Service Regulations, Vols. I & II.

4. Fundamental Rules and Supplementary Rules, Vols. I & II.

5. The Central Civil Services (Revised Leave) Rules, 1933.

6. The Provident Funds Act, 1925 and the General Provident Fund (Central Services) Rules, 1960.

7. Compilation of the Delegation of Financial Powers Rules, 1958.

8. Central Public Works Department Code.

9. An Introduction to Indian Government Accounts and Audit.

VIII. *Languages: Hindi (written)*

— 75 Marks.

1. Translation of an English passage into Hindi.

2. Translation of a Hindi passage into English.

3. An essay in Hindi on one of the specified subjects.

Hindi (Oral)

25 Marks.

The oral test is intended to test the ability of the probationer to speak and read the language fluently.

Urdu (Written)

— 75 Marks.

1. Translation of an English passage into Urdu.
2. Translation of an Urdu passage into English.
3. An essay in Urdu on one of the specified subjects.

Urdu (oral)

— 25 Marks.

The oral test is intended to test the ability of the probationer to speak and read the language fluently.

[No. 4/6/69-DH(S).]

R. C. JAIN, Dy. Secy.

